

# DOT Employee Handbook

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## Introduction

The Wisconsin Department of Transportation's (WisDOT) Employee Handbook is intended to acquaint you with the department's organizational structure, programs, initiatives, work rules and employee responsibilities.

The Employee Handbook provides a framework of general information and resources. It is not the intent to list all policies or to interpret how they might apply to individual situations. The handbook is written for permanent employees although some information, such as work rules, also applies to limited term and project employees. **Every effort has been made to ensure that the information in this handbook is accurate and that all the hyperlinks work. If any information should conflict with the Wisconsin Law, the statutes must be followed.**

The WisDOT Employee Handbook is divided into sections by major programs or topics. Sections are organized by specific topics including hyperlinks, additional resources and references related to that topic. The handbook contains a detailed Table of Contents on the left of each page to assist the reader in locating information and navigating through the handbook.

In addition to the Employee Handbook, the department maintains the Transportation Administrative Manual (TAM). The TAM is the official WisDOT file for administrative directives/policies and departmental procedures. Various TAM policies are referenced throughout the Employee Handbook. Employees can review the entire [TAM](#) on MyDOT.

Employees are encouraged to contact Human Resources for more information on a program/topic, as well as to discuss application of a policy or procedure.

## Letter from the Secretary

It is a distinct privilege to serve as the Secretary of the Wisconsin Department of Transportation (WisDOT) and to express my sincere appreciation for the work that you do. Each WisDOT employee contributes to the outstanding accomplishments and successes of the department.

The department's Employee Handbook is your guide to WisDOT human resource policies and procedures. The handbook also provides overviews of programs, facilities and services the department offers. It is intended to be a resource that will answer many questions about policies and activities that concern you as a WisDOT employee.

On behalf of the Secretary's Office, I thank you for your active support and continued service in the department. I wish us all success as we continue to move forward in serving the people of Wisconsin. I hope the time you spend at WisDOT is rewarding, productive and enjoyable.

**Craig Thompson**  
**Secretary**

## WisDOT Organizational Structure

The Wisconsin Department of Transportation was created in 1967 when the Legislature enacted the Reorganization Act (Chapter 75) which reorganized state government. In creating the new department, the Legislature merged the Highway Commission, originally created in 1911 when the Legislature authorized state aid for road building; the former Aeronautics Commission, established in 1945

(although several predecessor agencies had existed since 1937); and the former Motor Vehicle Department, created in 1939 by the merger of several other agencies.

The 1977 Legislature vested statutory responsibilities and accountability in the department rather than specific divisions, thus providing the Secretary with program authority for fulfilling assigned budgetary responsibility. In addition, the 1977 Legislature eliminated statutory requirements for the Divisions of Motor Vehicles and Aeronautics, although it required the department to maintain district offices throughout the state. It eliminated gubernatorial appointed division heads, giving that authority to the Secretary and enabling the Secretary, with the Governor's approval, to organize the department to promote balanced, efficient solutions to transportation problems.

The following sections describe the organizational structure and leadership of the department.

The Department of Transportation currently consists of:

- Executive Offices
  - Office of the Secretary
  - Office of General Counsel
  - Office of Public Affairs
- Division of Budget and Strategic Initiatives
- Division of Transportation System Development
- Division of Transportation Investment Management
- Division of Motor Vehicles
- Division of State Patrol
- Division of Business Management

Several of the divisions within WisDOT have regional offices. The five regions are Southwest, Southeast, Northeast, North Central and Northwest.

WisDOT also is responsible for the [Traffic Management Center](#) (TMC) located in Milwaukee. The TMC is staffed 24 hours per day, 7 days per week and communicates regularly with sheriff, fire, police, and Wisconsin State Patrol, as well as media outlets and construction project managers. The TMC provides detailed information on current travel conditions and times in urban regions.

## Executive Offices

### *Office of the Secretary*

The [Office of the Secretary](#) provides overall direction to the department's programs, with the goal of providing an adequate, efficient and environmentally sound movement of goods and people. The Secretary submits the department's budget to the Governor directs the legislative program and develops long-range plans for transportation development and maintenance.

## Craig Thompson

- Craig Thompson was appointed by Governor Tony Evers to serve as Secretary of the Wisconsin Department of Transportation (WisDOT) beginning in January 2019.

- Before Joining WisDOT, Craig was the executive director of the Transportation Development Association (TDA) of Wisconsin. He has more than 25 years of experience working with Wisconsin businesses, communities, legislators and units of government. Prior to leading TDA, he served as the legislative director for the Wisconsin Counties Association, managing legislative initiatives at the state and federal levels.
- Craig is a native of Racine and a graduate of the University of Wisconsin-Madison. He lives in Madison with his wife and two teenagers.

#### **Paul Hammer**

- As Deputy Secretary of the Wisconsin Department of Transportation (WisDOT), Paul Hammer is the chief operating officer.
- Paul recently served as deputy administrator for the Division of External Services at the Department of Natural Resources. Prior to that, Paul served as the WisDOT deputy secretary from January 2015 to January 2017. He also spent 15 years working in management positions in WisDOT's budget office, including the director position from February 2011 to January 2015.
- Paul has a Bachelor of Arts degree in political science from the University of Minnesota-Duluth and received a Master of Arts degree from the University of Minnesota's Humphrey Institute of Public Affairs. Paul was born and raised in Duluth. Paul and his wife Christine live in Fitchburg and have two sons.

#### **Joel Nilsestuen**

- As Assistant Deputy Secretary of the Wisconsin Department of Transportation (WisDOT), Joel Nilsestuen oversees and manages legislative activities/relationships for the department, including providing testimony at legislative and public hearings.
- Since 2017, Joel has led government relations and community outreach for University Wisconsin Whitewater. He previously served as the executive director of the Wisconsin Workforce Development Association and in the legislature as a legislative and policy director.
- Joel graduated from St. Olaf College with a Bachelor of Arts degree in political science. Joel and his wife live in Madison and have two young children.

#### *Office of General Counsel (OGC)*

The Chief Legal Counsel of the [Office of General Counsel](#) (OGC) is **Carrie Cox**. The Office of General Counsel has been established within the Office of the Secretary to provide legal counsel, advice and services to the Secretary, division administrators and departmental staff; provide input to the Governor, federal, state and local officials in matters relating to transportation; to assist the Secretary in identifying needs and formulating the department's legislative and administrative rule-making program; to represent the department before the Surface Transportation Board, Office of Railroad Commissioner, and other bodies; to maintain departmental liaison with the Department of Justice, the Legislature and other governmental agencies as directed by the Secretary; and to assist with the department's participation in matters involving governmental regulation and transportation businesses before federal and state regulatory agencies.

#### *Office of Public Affairs (OPA)*

The Director of the [Office of Public Affairs](#) (OPA) is **Kristin McHugh**. OPA provides a wide range of public communications services and oversees the planning of statewide public involvement programs, news

conferences, and public information meetings to announce and explain WisDOT's programs and policies and to obtain input on those programs and policies from the public and key stakeholders. OPA assists the Secretary's Office in communicating its position on key state and federal policy, planning, and budget initiatives. It coordinates transportation-related public appearances and events by the Governor and Secretary; provides media and public relations support to the divisions; manages the department's social media presence; and disseminates information to employees and the public through a variety of means. OPA also houses the department's creative communications unit, which assists in the development of publications and video.

#### Division of Budget and Strategic Initiatives (DBSI)

**Aileen Switzer** is DBSI's Administrator. The [Division of Budget and Strategic Initiatives](#) develops plans, programs and policies to align with the strategic direction of the agency. DBSI develops and coordinates departmental policy issues and works with congressional and federal staff and other state transportation departments to analyze major policy issues. In addition, DBSI works with divisions on the preparation, monitoring and implementation of WisDOT's biennial budget request, providing clear explanation to the Governor, the Legislature, stakeholder groups and the public while the budget is under review. DBSI is also responsible for managing the department's performance measures program. This includes the department's external measures – MAPSS (Mobility, Accountability, Preservation, Safety and Service). DBSI also works with divisions to develop and report out on internal performance measures. To assist in process improvement efforts, DBSI also manages the department's Lean initiatives.

#### Division of Transportation System Development (DTSD)

**Rebecca Burkel** is the Administrator for the [Division of Transportation System Development](#). The Division is comprised of approximately 1500 employees. Division staff are involved in planning, designing, constructing, and maintaining the state trunk highway system which includes nearly 12,000 miles of the 108,000 miles of public roads and streets in Wisconsin.

The division consists of six bureaus and offices in the five regions.

The regional offices manage programs within their geographical areas and serve as liaison between the department and local governments and agencies. Region staff work with local representatives to define needs and represent those needs to the department. They are the primary local contacts and responsible for keeping the department informed about important local issues and making sure departmental issues and activities are communicated to community representatives.

The six statewide bureaus provide statewide direction and support for a statewide highway system. They also provide direct support to the regions in delivering programs, performing logically centralized production activities, and establishing and administering appropriate policies and processes.

#### Division of Transportation Investment Management (DTIM)

**Joe Nestler** is DTIM's Administrator. The [Division of Transportation Investment Management](#) develops plans, programs and policies to provide the safest, most efficient transportation system possible through good stewardship of state and federal resources.

In an effort to develop and maintain beneficial, lasting transportation systems, DTIM uses specialized management and technical expertise to lead WisDOT in defining investment direction across air, ground and maritime domains. DTIM's data collection efforts, chronicling the condition and use of the existing infrastructure, provide critical inputs to this process. By using analytical expertise and proven forecasting methods, DTIM also establishes statewide direction and assistance for urban and rural planning.

In addition, DTIM identifies and monitors transportation-related planning, policy, data collection and assistance trends in an effort to maximize benefits to the citizens of Wisconsin.

#### Division of Motor Vehicles (DMV)

**Kristina Boardman** is the Administrator of the Division of Motor Vehicles. The [Division of Motor Vehicles](#) provides superior customer service for vehicle registration and licensing, driver examination and licensing, ID cards and stakeholder regulation and licensing programs (such as auto dealers, driver training schools and emission testing facilities). DMV is dedicated to efficient, accurate and consistent products and services delivered via multiple platforms to help customers and stakeholders. DMV saves lives through superior support, security and innovation.

#### Division of State Patrol (DSP)

The [Division of State Patrol](#) is directed by the Superintendent **Anthony Burrell**. State Patrol provides traffic law enforcement services throughout the state. State Patrol also provides motor carrier enforcement and safety inspection, and inspection of school buses, motor buses and ambulances. The division provides aid to local law enforcement agencies through civil disturbance countermeasures, natural disaster recovery support, communication services and chemical testing services for drivers suspected of being under the influence of alcohol or other drugs. In addition, State Patrol provides a variety of support in other specialty areas. These areas include traffic incident management efforts to increase mobility and minimize delay, highway criminal interdiction, technical reconstruction, air support details, dignitary protection and communication and IT networks that support hundreds of local law enforcement agencies.

#### Division of Business Management (DBM)

**Casey Newman** is the Administrator for the [Division of Business Management](#). DBM provides professional and innovative business services that contribute to the department's delivery of high quality transportation services. The division is responsible for the management of information technology, financial management, facilities, risk management, safety, purchasing and procurement, fleet and fiscal services. DBM also partners with other state agencies to ensure WisDOT's priorities are addressed in a variety of business programs.

## State of Wisconsin Work Rules

### Serious Misconduct (effective July 1, 2016)

Section 230.34 (1)(a), Wis. Stats., states: "An employee with permanent status in class or an employee who has served with the state as an assistant district attorney or an assistant state public defender for a continuous period of 12 months or more may be removed, suspended without pay, discharged, reduced in base pay, or demoted only for just cause. It is just cause to remove, suspend without pay, discharge, reduce the base pay of, or demote an employee for work performance or personal conduct that is inadequate, unsuitable or inferior, as determined by the appointing authority, but only after

imposing progressive discipline that complies with the administrator's standards under s. 230.04 (13m).

It is just cause to remove, suspend without pay, discharge, reduce the base pay of, or demote an employee without imposing progressive discipline for any of the following conduct:

1. While on duty, harassing a person.
2. While on duty, intentionally inflicting physical harm on another person.
3. While on duty, being intoxicated or under the influence of a controlled substance, as defined in s. 961.01 (4) or a controlled substance analog, as defined in s.961.01 (4m).
4. While on duty, being in possession of a controlled substance, as defined in s.961.01 (4), or a controlled substance analog, as defined in s. 961.01 (4m), without a prescription.
5. Falsifying records of the agency.
6. Theft of agency property or services with intent to deprive an agency of the property or services permanently, theft of currency of any value, felonious conduct connected with the employee's employment with the agency, or intentional or negligent conduct by an employee that causes substantial damage to agency property.
7. A conviction of an employee of a crime or other offense subject to civil forfeiture, while on or off duty, if the conviction makes it impossible for the employee to perform the duties that the employee performs for the agency.
8. Misuse or abuse of agency property, including the intentional use of the agency's equipment to download, view, solicit, seek, display, or distribute pornographic material.
9. A serious violation of the code of ethics established by the director under s. 19.45 (11)(a), as determined by the director.

#### State of Wisconsin Work Rules (effective July 15, 2016)

Work Rules are established by the State of Wisconsin, within its discretion, to regulate the personal conduct of all state employees while on the job. The State of Wisconsin enforces work rules outside of work hours when an employee's conduct is detrimental to the interests of the state as an employer. These rules are established so the State of Wisconsin can fulfill its objectives in an orderly and efficient manner.

Violation of any of the work rules may result in disciplinary action ranging from a suspension to discharge, depending on the seriousness and frequency of the infraction. In all cases, the State of Wisconsin considers discipline as corrective. Specifically, all employees of the State of Wisconsin are prohibited from committing any of the following acts:

1. Falsification of records, knowingly giving false information or knowingly permitting, encouraging or directing others to do so. Failing to provide truthful, accurate and complete information when required.
2. Failure to comply with written agency policies or procedures.
3. Disobedience, insubordination, inattentiveness, negligence, failure or refusal to carry out written or verbal assignments, directions, or instructions.
4. Failure to observe all health, safety and sanitation rules and practices, including failure to report accidents which involve injuries or damage to state equipment or property.

5. Failure to report promptly at the starting time or leaving the place of duty before the quitting time without proper authorization, or failure to promptly notify the proper authority of impending absences or tardiness.
6. Unexcused or excessive absenteeism or tardiness.
7. Misuse or abuse of leave benefits.
8. Failure to observe time limits for lunch or break periods.
9. Stealing, unauthorized use, neglect or destruction of government-owned or leased property, materials, equipment or supplies. Includes theft or intentional destruction of personal possessions of staff or others on government-owned or leased property.
10. Unauthorized use, abuse, or misuse of state or private property, materials, facilities and equipment including but not limited to copy machines, computers, mail services, telephone system, fax machine or other electronic media.
11. Unauthorized audio and video recording and photography on state property or while conducting state business.
12. Unauthorized access, disclosure, destruction or use of information or records that could be reasonably considered confidential.
13. Threatening or attempting to inflict, or inflicting bodily harm to or mental anguish to another person.
14. Intimidating, interfering with, harassing, demeaning, treating discourteously, or bullying; or using profane or abusive language in dealing with others.
15. Possession of a controlled substance or analog without a prescription while on duty; manifesting signs of having consumed alcohol, or illegal drugs; or reporting to work or working in an impaired condition so as to be unsafe to the employee, others, or physical property.
16. Engaging in unauthorized activities while on duty, including but not limited to gambling, operating a personal business, soliciting, playing games, horseplay or disorderly conduct or other disruptive or unsafe behavior.
17. Making false, inaccurate or malicious statements about another person or the employer.
18. Unauthorized possession, misuse or mishandling of weapons, ammunition or explosives.
19. Entering or permitting others to enter restricted areas without authorization, including unauthorized entry outside assigned work hours or unauthorized entry into restricted areas.
20. Failure to comply with or violating any rule, regulation or order of a professional licensing agency when the license or certification is related to the employee's position.
21. Failure to comply with the provisions of the state code of ethics.
22. Unclean, unkempt, inappropriate dress or grooming which adversely affects proper performance of duties or the image of the employer.
23. Failure to submit to the inspection of items taken from or into work premises.
24. Unauthorized possession, lending, borrowing, destruction or duplicating of keys, access cards, passwords, or other security or access devices.
25. Engaging in any outside activities (including violations or convictions of criminal or other laws) which may impair the employee's independence of judgment or impair the employee's ability to perform his/her duties as an employee of the state.



## Code of Ethics, Personal Conduct, and Additional Employee Responsibilities

The WisDOT Code of Ethics is intended to prevent conflicts of interest, improve standards of public service and promote and strengthen the faith and confidence of the people of Wisconsin in their government. Responsibility and accountability for recognizing and avoiding all conflict of interest situations, whether actual or apparent, remain with each employee. For additional information on Code of Ethics, consult Sections 19.41-19.59 Wis. Statutes, Wisconsin Administrative Code Chapter ER-MRS 24 or [HR103](#).

### Conflicts of Interest

Employees may not use their official positions to engage in activities which result in personal gain for themselves, their immediate families or any business in which they may have personal and private interest.

The following examples of activities which may result in personal gain are **prohibited**:

1. Employees may not accept anything of value which influences or appears to influence the manner in which an employee perform their work, make decisions or otherwise carry out job duties. The examples below can be interpreted as actions which could influence an employee's behavior or judgment:
    - a. Accepting lunch from a contractor.
    - b. Accepting a piece of office equipment from a vendor for personal use.
    - c. Accepting a bottle of liquor from a vendor for personal use at holiday time.
    - d. Accepting food, travel or lodging at a vendor's expense or at the expense of a consultant or bidder or association of bidders on contracts led by WisDOT.
    - e. Accepting a promise of future employment from a contractor or consultant while still employed by the Department.
  2. An employee's position with WisDOT may not be used to gain any special advantage or privilege beyond the compensation you receive for employment with the department because it may be construed as a personal gain for you or your immediate family. \* Some examples are:
    - a. Using influence of position to acquire or accept tickets to a sporting event.
    - b. Using confidential information to recognize and take advantage of a personally profitable land acquisition.
    - c. Intimidating a salesperson by suggesting or implying the employee has the ability of ensuring that the State of Wisconsin will purchase no more of the company's product, unless given an unusually good buy.
- \*NOTE: Immediate family is defined as the employee's spouse and an employee's relatives by marriage, consanguinity or adoption, and any other person who directly or indirectly receives more than one-half of his or her support.
3. State time, property, facilities, equipment, supplies or uniforms may not be used for personal gain or advantage. Prohibited are:
    - a. Extensive scheduling of personal activities during working hours.
    - b. Using state duplicating, faxing and photocopying machines and postage for private use.
    - c. Making a formal presentation to fellow workers in an office to sell a product.

- d. Taking state supplies home for personal use.
  - e. Using state pool cars for personal mileage, except in those cases where approval has been granted.
4. An employee may not accept fees or honoraria for talks, demonstrations or appearances. \*
- Prohibited are:
- a. Accepting a fee for a speech given at a professional meeting when such presentation is directly related to the professional duties and responsibilities of the position.
  - b. Accepting an honorarium for serving on an examination board for another jurisdiction when on state time.
  - c. Accepting and retaining witness fees when on state time.

\*NOTE: If presentations are given or consulting work is done while an employee is on leave of absence or vacation, a conflict of interest is less likely to occur. No conflict of interest exists if the presentation does not relate to the employee's position at WisDOT. Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time and not directly related to their employment by the State, shall not be prohibited, unless a conflict of interest exists. Employees should check with their immediate supervisor to ensure no conflict of interest exists in such cases.

### Outside and External Employment

The department prohibits self-employment or a position for pay, other than the one held at WisDOT, that interferes or conflicts with the full and faithful discharge of an employee's job duties. The department prohibits employees from accepting employment or undertaking a pursuit with any business that is subject to direct or indirect control, review, audit or against which the department takes enforcement action. For example, pursuing employment at a retail store as a second job or as work during the holidays probably does not interfere or conflict with duties with the department. However, pursuing employment with a consulting firm that currently holds contracts with the department, or with a motor vehicle dealers trade association, may interfere or conflict with duties with the department.

Regardless of the situation, before accepting secondary employment (which an employee would hold in addition to their employment with the department), employees must complete department form [HR1117](#) (Request – Outside Employment Approval) describing the job. The employee's supervisor will forward it to the appointing authority, who will decide whether a conflict of interest exists. Employees should consult [HR103](#) (Code of Ethics) to review the full procedure for notifying their supervisor of secondary employment. Employees are required to complete and submit department form [HR1117](#) on an annual basis. All completed forms must be forwarded to Human Resources for placement in the employee's official personnel file.

Before seeking external employment (which an employee would hold instead of their employment with the department), an employee must consider whether the job search will present a conflict of interest with their current public responsibilities and must notify their supervisor if the intended job search does present a conflict of interest.

In addition to current employees seeking outside or external employment, certain former employees are also subject to prohibited activity. There are two (2) categories of individuals subject to certain prohibited communication and activity with current WisDOT employees: former state public officials and former WisDOT employees. Different rules apply to each category. Employees should consult [HR129](#) for guidance on rules or prohibited activity while seeking outside and/or external employment.

Full-time permanent employees that obtain outside employment with any other state agency may not earn more than \$12,000 (gross) annually for that additional work. If this amount is exceeded, the employee will be required to forfeit the excess over the limit. This is mandated by Wis. Statutes Section 16.417.

## Political Activities

### Permissible Activities

All state employees are subject to certain rules concerning political activity. In general, the following political activities are permissible:

1. Making voluntary contributions for political purposes.
2. Participating as a candidate for a non-partisan, part-time office (e.g., City Alderperson, County Board, School Board, etc.), provided such service in the office will not conflict or interfere with the efficient execution of an employee's official state duties.
3. Expressing opinions as an individual, both privately and publicly, on all political subjects and candidates.
4. Participation as a candidate for a partisan political office provided a leave of absence is taken from state position.
5. Being a member of a political party and participating in party affairs. Some of the political activities an employee may participate in providing he or she is off duty and not on state property are:
  - Soliciting votes in support of or in opposition to a partisan candidate for public office or political party office.
  - Serving as an officer of a political party, a member of a national, state or local committee of a political party, an officer or member of a committee of a partisan political club, or being a candidate for any of these positions.
  - Directly or indirectly soliciting, receiving, collecting, handling, disbursing or accounting for assessments, contributions or other funds for a partisan political purpose.
  - Taking an active part in managing the political campaign of a partisan candidate for public office or political party office.
  - Acting as recorder, watcher, challenger or similar officer at the polls on behalf of a political party or partisan candidate.
  - Organizing, selling tickets to, promoting or actively participating in a fund-raising activity of a partisan candidate, political party or political club.
  - Driving voters to polls on behalf of a political party or partisan candidate.
  - Serving as a delegate, alternate or proxy to a political convention. Addressing a convention, caucus, rally or similar gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office.
  - Initiating or circulating a partisan nominating petition.
  - Endorsing or opposing a partisan candidate for public office or political party office in a political advertisement, a broadcast, campaign literature or similar material.
  - Organizing or reorganizing a partisan political party organization or political club.
6. Parking an automobile bearing partisan political signs or stickers in a state parking area while on duty at state workstation.

## Prohibited Political Activities

**In general, the following political activities are prohibited:**

1. Using governmental authority to interfere or effect nomination or election for any public office or position within any political party.
2. Using governmental authority or influence to intimidate, threaten or coerce any person to vote contrary to his/her own voluntary choosing.
3. Using governmental authority to directly or indirectly intimidate, threaten or coerce any person to pay, lend or contribute anything of value, including services, to any party, organization, group or individual for political purposes.
4. Using any official authority or influence to coerce any individual or group for political action, or to confer benefits or effect reprisals to secure desired political action or inaction.
5. Offering to pay or accept benefits in return for desired political action or inaction.
6. Requesting or receiving anything of value for influence or help in securing appointive office.
7. Paying or offering payment for securing appointive office.
8. Engaging in political activity on state-owned property, including, but not limited to, wearing a political identification while on duty, where it could impair the effectiveness of the department's operations.
9. Engaging in any political activity when not on duty, to such an extent, that efficiency during working hours is impaired or that the employee is tardy or absent from work.
10. Becoming a candidate for partisan public office when on work status.
11. Directly or indirectly soliciting or receiving subscriptions or contributions for any partisan political party or any political purpose while on state time or engaged in official duties or while in a building, office or room occupied for any purpose by the state.
12. Either orally soliciting or by letter, transmitting any solicitation to a state office or being in any manner concerned in soliciting any assistance, subscription or support for any partisan political party or purpose from any person holding any position in the classified service while on state time or engaged in official duties.
13. During the hours when on official duty, engaging in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold partisan political office.

## Employees Serving as Election Officials

The items listed below provide rules associated with employees serving as election officials. These rules apply to all employees, except for the State Patrol Troopers and State Patrol Inspectors, covered by the Wisconsin Law Enforcement Association (WLEA) bargaining unit. Provisions in the WLEA labor agreement regarding Election Officials apply to State Patrol Troopers and State Patrol Inspectors. Employees should contact Human Resources for application or clarification of these rules.

- Employees appointed as election officials serve a two-year term with a three term maximum. Service during the full two-years is mandatory; although exemptions may be granted by the municipal clerk.
- Employees appointed as election officials must be granted a leave of absence for the entire 24-hour period of each election day in which the employee is serving as an election official. Employees serving as election officials must provide at least seven (7) day notice of the need for

leave. Appointments as election officials will be verified by the municipal clerk upon request of the agency.

- With proper notice, each state agency must permit employees to serve as election officials without loss of pay and without loss of benefits for the employees' scheduled hours of work during the 24-hour period of each applicable election day. Note: the public safety labor agreement may have specific language that would supersede this provision for State Patrol Troopers and State Patrol Inspectors. Employees' schedules may be changed to accommodate such requests as long as notice or other conditions for making schedule changes are met.
- Each employee who receives pay, as mentioned above, must certify in writing to the agency the amount of compensation the employee receives for service as an election official. The agency must deduct that amount from the employee's pay earned for scheduled work hours during the 24-hour period of the applicable election day.

Additional information concerning the political activities of employees can be found in Wis. Statutes Sections 11.36 and 230.40 and in [Region 1 HR Policy #405](#).

### Confidential Information

Confidential information is information that cannot be released to the general public because it is prohibited by law. An employee must not disclose confidential information that is gained through their position, for any reason, except as authorized or required by law. An employee also must not use confidential information for personal gain or benefit.

### Gifts

Employees may not directly solicit, receive or agree to receive any compensation, gift, reward, gratuity or anything of value from any source except the State of Wisconsin for any matter related to their official duties, unless otherwise provided by law. Any gift an employee cannot return should immediately be turned over to their supervisor. The gift will become state funds or property.

### Security of Computerized Resources

The department provides security for computerized information. WisDOT is responsible for ensuring data remains complete, accurate and available for authorized personnel and as required by state open records laws. Data access will be allowed only as required to support business functions and to comply with legal requirements. Data controls should be maintained to protect computerized data against unauthorized disclosure, modification or destruction. Information security is concerned with protecting the availability of information and information processing as well as the integrity and confidentiality of information.

Employees are responsible for proper use and protection of information, as well as compliance with usage controls. Employees are responsible for reporting errors, omissions, abuses or violations of information security to supervisors, bureau directors, division administrators or Human Resources.

Computer security applies to any computerized data whether mainframe, LAN, stand-alone PC, laptop computer, E-mail, Internet or Intranet. The basic requirements and responsibilities of employees are listed in the below sections of this handbook. All employees who have access to computerized data are required to understand and comply with these standards and procedures. Failure by a state employee to comply with policies, standards and procedures for appropriate use of state resources, may result in disciplinary action up to and including termination of employment under Wisconsin State Statute

## S.943.70, Computer Crimes.

### Computer Security Responsibilities

It is WisDOT's policy to view information as an asset. Misuse or damage to this information may be very costly to the department as a result of:

- Loss of staff productivity/time.
- Extra time to restore data.
- Loss of system information availability/accessibility.
- Customer frustration resulting from the disruption of business operations or services.
- Loss of revenue or unprocessed transactions.
- Creating legal liability against the department or the individual.

Security is the responsibility of personnel at every level of the organization, starting at the very highest executive managerial levels and including all users of network assets. All employees are expected to understand and comply with the following requirements and responsibilities:

- Use the data processing facilities of the agency only in a manner consistent with your job function and for conducting agency business.
- Do not load any game software.
- Do not alter or in any way change data information, computer programs or supporting documentation except in the performance of assigned duties. Employees must use agency information in their custody only for the performance of agency business.
- Do not divulge confidential information or restricted access information to anyone whose relationship with the agency, as an employee, customer or contracted temporary employee, does not warrant it.
- Do not attempt to gain access to information or facilities to which an employee is not specifically authorized.
- Do not violate software copyrights, such as by maintaining unauthorized copies of software in the office, or by copying state-owned software for use outside the work environment.
- Know and follow established records authorizations for the retention and destruction of information under the employee's care.
- Do not maintain personal information or non-agency information on state computing equipment.
- Do not modify computer equipment or supplies without management's authorization.
- Do not destroy, take or damage any computerized equipment.
- Keep any assigned user logon ids or passwords as confidential and NOT divulged to any other party.
- Log off or lock up workstations before leaving assigned work areas.
- Do not use the data processing facilities of the agency in an attempt to gain unauthorized access to other state or non-state facilities.

### Drug-Free Workplace Act

In 1988, the U.S. Congress passed the Drug-Free Workplace Act. Unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in the workplace is prohibited by this law. The

department is mandated to maintain a drug-free workplace, and requires compliance from each individual employee.

Current WisDOT work rules prohibit the illegal use and/or possession of any alcoholic beverages and non-prescribed narcotics in the workplace. The Federal Drug-Free Workplace Act also mandates that any employee convicted of a criminal, drug-related charge must notify his/her immediate supervisor, no later than five (5) days following the conviction, if the violation occurred in the workplace. Failure to report such a conviction may result in disciplinary action. Supervisors are required to inform the Director of Human Resources immediately upon receiving the employee's report.

An employee convicted of a criminal, drug-related violation occurring in the workplace will be subject to discipline, and may be required to participate in a rehabilitation program in compliance with the Federal Act. The department is required to report all such convictions to the federal government within ten days of the employee's report.

The department is willing to assist employees in becoming drug free. Employees who are concerned about their own use or a family member's use of alcohol or other drugs are encouraged to seek counseling or other help voluntarily. Assistance is available to all employees through the department's Employee Assistance Program (EAP). Supervisors who receive reports of a drug violation should remind the employee of the option to contact the EAP.

#### Computer System Access

The department reserves the right to monitor and/or log all access to its computerized systems. When an employee accesses any of information technology systems, he/she is consenting to this monitoring. The State of Wisconsin retains the right to pursue prosecution under Wisconsin State Statute, S.943.70, Computer Crimes, when misuse of state information and resources is suspected. Evidence of unauthorized access will be provided to department management and to the appropriate law enforcement agencies.

#### Internet, Intranet and Extranet

WisDOT employees have an ongoing need to access information and resource data from other organizations and to provide various kinds of information to the general public. Internet services are made available to department employees for work-related business purposes. Individuals with approved access are responsible to see that others do not use those individuals' access ability. WisDOT logs all Internet access and uses software to mitigate non-business related access and to protect internal networks.

In order to minimize risks, employees are responsible for adherence to the following rules and policies:

1. Use of Internet, including E-mail, should be in a manner consistent with an employee's job function and for conducting agency business. A limited amount of personal and appropriate use is allowed (see [IT101](#)).
2. Do not transmit any confidential or sensitive information to or from Internet computers (that is, computers outside the State's data network). This includes via E-mail, file transfer, WWW browsers or WisDOT's WWW server.
3. Users of machines enabled for Internet access are required to take reasonable steps to secure their machines, including things such as having passwords on accounts, screen-saver or desktop passwords (enabled at system startup where possible) and other similar measures.



4. Do not install, configure or modify software or hardware in such a manner that could permit an unauthorized person to access a department computer or network by a means other than those provided by the Bureau of Information Technology Services (BITS). The following activities are specifically prohibited unless explicitly configured by or permitted in writing by BITS:
  - Installing or configuring a modem on a department computer to answer a telephone.
  - Modifying, installing or configuring Internet access software.(Examples: installing products such as "Internet in a Box", configuring or reconfiguring the software provided with OS/2 or Windows to allow access via a private Internet Service Provider).
  - Enabling programs that allow a different computer access to an employee's assigned computer, such as ftp or telnet service "daemons". (Unix machines generally are configured with these services enabled by BITS because of the security built into the Unix environment).

### E-mail

The department's E-mail system is the property of the State of Wisconsin. E-mail messages are NOT the property of its employees, vendors, or customers. E-mail messages are public records that are subject to the open records law if they are made or received by any department employee in connection with the transaction of public business. Most department employees have access to E-mail and should check it frequently and deal with messages as soon as possible. Employees must NOT use E-mail for illegal, disruptive, unethical, unprofessional activities, for personal use or gain or for any purpose that would jeopardize the legitimate interest of the state. Failure to adhere to general work rules can be grounds for disciplinary action. Please refer to [IT101](#) (DOT Internet and E-mail Use, Access, and Security Policy).

### Violence and Threats in the Workplace

The department is committed to providing a safe workplace for its employees and a safe place of business for its customers. WisDOT will investigate allegations of any violent or intimidating behaviors, gestures or acts in the workplace or incidents involving the destruction of department property.

The department's [Region 1 HR Policy #201](#) (Violence and Threats in the Workplace) applies to any form of violence occurring on the worksite, or involving WisDOT employees engaged in the performance of their work duties whether on or off the worksite. Violence occurring at other locations between employees will come under this policy if it adversely affects the business interests of the employer.

### Whistleblower Law

Employees with knowledge of mismanagement or abuse of authority, waste of public funds, or violation of state or federal law, rule or regulation in governmental units, may report such information to the Secretary's Office or the Director of Human Resources. Chapter 230.80 - 230.89 of the Wisconsin Statutes requires confidentiality whenever possible and protects the employee from any retaliatory action for disclosing such information.

### Telephone Use

State phone lines, cell phones, fax machines or other telephone equipment is provided for official WisDOT business only. The personal use of state telephones for essential local calls is permitted. The number of these calls and their length should be kept to a minimum. If these calls cause disruption to the work unit or if this privilege is abused, an employee's supervisors may ultimately revoke the privilege.



The State Telephone System (STS) provides substantial savings to the department on long distance calls. STS must be used for all long-distance business calls from offices that have access to the system, except in emergencies or when the system is non-operational. STS may not be used for personal long-distance calls. Essential personal, long distance calls may be made using a personal long distance calling card.

Voice mail is available on many employees' phones. If an employee has voice mail, it is important he/she check for messages regularly and return calls as soon as possible.

#### Postal Use

Since the department handles a large volume of mail daily, personal letters should be posted at a public mail box and are not to be included with departmental outgoing mail. Use of WisDOT metered postage or WisDOT-purchased stamps for personal mail is prohibited.

## Work Schedules and Hours of Work

### Work Schedules and Changes

Full-time classified employees work 40 hours per week. The normal workweek of 40 hours is divided up into five 8-hour days. However, actual work hours and days may vary depending on an individual work unit's requirements and the position. In some divisions and work units, flex-time, alternate work schedules and job sharing may be available.

Establishing employee work schedules, determining changes to work schedules and setting core hours will be at the discretion of the supervisor. Employees should adhere to their assigned work schedule. A minimum of five (5) days notice will be given to the employee, whenever possible, if schedule changes are to occur that are not voluntary in nature. Schedules should not require an employee to work 16 consecutive hours or more within a 24 hour period. Exceptions may be given if emergency situations arise.

### Punctuality

Employees are expected to report to work on time and to observe the time limits for all meal periods and breaks. If an employee is not able to report to work as scheduled, he or she must notify the supervisor prior to the start of the scheduled work shift unless specific unit call in procedures are in place that require otherwise.

### Flex Time

WisDOT recognizes the value and benefits of employment practices which provide flexibility in scheduling hours of work. A "flexible-time schedule" means a work schedule with designated hours during which the employee, with the approval of management, may elect an alternate time of arrival and departure from work. Employee flex time schedules shall be at the discretion of management and are dependent on the operational needs of the department.

### Alternate Work Patterns

Alternative work patterns are work schedules which differ from the standard work schedule and are not viewed as short term. Consideration of alternative work patterns may result in increasing agency efficiency and service to the public or may be in response to an employee request. However, implementation of alternative work patterns is at the sole discretion of management and may be ended at any time.

In rare cases, it may be possible to permit certain employees to work non-standard work weeks or work periods of greater than 40 hours one calendar week and less than 40 the next calendar week without incurring overtime liability. Whether or not this is possible depends on the specific work hours of the affected employees, the job-related requirements of the non-standard schedule and the beginning and ending times for the workweek. In order to preserve this option for employees, it may be necessary to carefully establish beginning and ending times for workweeks.

### Telework

Some divisions in the department have telework policies, which allow employees to work at an alternative work site one or more days per week on a consistent basis. Telework schedules shall be at the discretion of management and are dependent on the operational needs of the department. Employees can talk with their supervisor about a potential telework schedule.

### Meal Periods

Meal breaks are scheduled in accordance with the operational needs of the department typically occurring mid-shift. The provision of a meal break is not required but encouraged, particularly when work shifts exceed six hours. Meal periods may not be combined with rest breaks. If an employee cannot take a meal period mid-shift, an alternate meal period may be taken with supervisory approval. Management encourages meal periods of at least 30 minutes. Supervisor approval is required to work through meals. An unpaid meal period of at least 30 minutes is required for reimbursement for meal expenses unless supervisor approval is provided.

### Break/Rest Periods

It is recommended that one break, not to exceed 15 minutes, be allowed at the midpoint of each four (4) hour shift. Breaks are not guaranteed but if allowed, scheduling of breaks will be determined by the supervisor and may be changed to meet operational needs. Break periods may not be accumulated, combined with meal periods or used to shorten a shift.

### Calls at Home

For employees exempt from the Fair Labor Standards Act (FLSA), (e.g. "salaried" or "professional" employees), calls at home by the employer will not be reimbursed unless the call exceeds 30 minutes and is for job related business. For calls in excess of 30 minutes, the supervisor has the discretion to grant professional time to offset the time spent on the business call, grant compensatory time or allow for the payment of overtime.

For FLSA non-exempt ("hourly") employees, calls at home by the employer for job related business will result in the employee being placed in work status. Non-exempt employees must be paid at a premium rate or receive compensatory time credits at a rate of 1.5 hours for each hour worked in excess of 40 hours in a workweek.

It is important to note that job related business calls to FLSA non-exempt employees should be limited to emergency situations.

Calls at home for both FLSA exempt and FLSA non-exempt employees will not be reimbursed if the nature of the call is for non job related business. Examples of non job related business include, but are not limited to:

- Calls made to call an employee back to work
- Availability for overtime
- Scheduling changes
- COOP calling procedures, COOP incident or emergency calls
- Questions regarding coding of time/expenses

Employees can contact Human Resources to determine if their position is exempt or non-exempt under FLSA.

### Jury Duty

Employees called to jury duty during regularly scheduled work periods will serve without loss of time or pay and may accept juror fees. Documentation to verify jury duty absences is required. At the discretion of management, second or third shift employees may be temporarily transferred to a first shift for the period of jury duty if operations allow. Employees are required to report for work when not needed for jury duty. Employees should use the Time Reporting Code (TRC) 64-Jury Duty on their timesheets. Employees should not code jury duty for more than their normal hours in a day.

### Witness Time and Fees

If an employee is called by the department as a witness to appear in court, they will do so without loss of time or pay. When subpoenaed as a witness in a case related to an employee's official duties, the employee may testify without loss of time or pay, and must submit any witness fees to the Bureau of Business Services, Fiscal Services Section.

If an employee is called as a witness in a case unrelated to his/her job duties, he/she may accept witness expenses and fees, but must use accrued vacation or holiday time, or take leave without pay for any time spent away from the job.

### Voting Time

On the rare occasion that an employee is unable to vote during non-working hours, he/she will be granted time off with pay (not to exceed three (3) consecutive hours) upon written request to his/her supervisor no later than two (2) workdays prior to the election date. If granted, the supervisor may designate the time of day for the absence.

### Blood Donations

Management has the discretion to allow a reasonable amount of time in pay status for employees to donate blood or pheresis. Employees should donate at the closest blood center to his/her work location.

## Payroll and Benefits

### Introduction

The department's Payroll and Benefits program is managed by the Payroll and Benefits team in Human Resources. They are responsible for the administration of department-wide payroll and benefits activities. In addition to managing weekly employee time and benefit enrollment, the section is responsible for processing personnel transactions, completing salary adjustments, processing leaves of absences, monitoring military leave and pay, coordinating unemployment compensation claims and assisting employees with W-2 information.

The Payroll and Benefits team partners with the Department of Administration (DOA) and the Department of Employee Trust Funds (ETF) to process hiring transactions and benefit/insurance/retirement applications.

Providing service to employees and meeting deadlines are critical. In addition, it is important to remember employee benefits are subject to change as a result of legislation or collective bargaining. Therefore, employees should be familiar with their [payroll coordinator's contact information](#) to ensure they have the most current information regarding benefits.

#### Payroll Periods and Electronic Deposit

The department's pay period is a two-week timeframe, beginning on a Sunday and ending on a Saturday. Employees are paid on a biweekly basis, the second Thursday of each pay period. Employees can view official payroll processing [calendars](#).

The department requires all employees to electronically deposit their pay. In order to comply with electronic deposit, an employee's financial institution must be connected to the Automated Clearing House (ACH). The electronic deposit program guarantees paychecks arrive at the financial institution on or before pay day. Enrollment in the electronic deposit program does not affect any credit union deductions already being taken.

#### PeopleSoft and Employee Self-Service

The State of Wisconsin uses PeopleSoft to officially process employee payroll and expenses. Employees may access PeopleSoft to review previously submitted time and expense data, as well as balances for vacation, holidays, sick leave and compensatory time.

The PeopleSoft system provides a variety of self-service for employees. Employees are required to access PeopleSoft to maintain personal information, such as name, marital status, home address, personal contact numbers and emergency contact information. In addition, employees must access PeopleSoft to update their benefits.

#### Benefits and Insurances

The State of Wisconsin has an extensive benefits package for employees and their families/dependents. WisDOT works with the Department of Employee Trust Funds (ETF) to offer employees valuable and comprehensive benefits to help round out their overall compensation package. [State of Wisconsin Benefits Education Guide](#).

#### Eligibility

All employees are considered Wisconsin Retirement System (WRS) eligible when they are a permanent employee scheduled to work more than 1200 hours in a calendar year. All WRS-eligible employees are eligible to participate in the benefit plans through state employment. Limited Term Employees can become eligible for benefits if they work more than 1040 hours in a 12-month period.

#### Benefit Plans

WisDOT offers employees the following benefits: retirement, health insurance benefits with an optional dental plan, Wisconsin Deferred Compensation Plan, group life insurance, income continuation insurance, supplemental plans for dental, vision, accidental death and dismemberment, long term care and flexible spending accounts.

## Contributions

The State of Wisconsin will contribute a portion of the premiums for health, life and income continuation insurances. All other supplemental plans are paid in full by the employee through payroll deductions. These payroll deductions are taken on a pre-tax basis. Employees are automatically enrolled in the WRS. Deductions will occur on every pay check starting with the first check with a minimum mandatory contribution. WRS contribution rates vary year to year based on the projections made by the State of Wisconsin Investment Board.

Detailed benefit and plan information can be found on the Payroll and Benefits dotnet pages and also at [www.etf.wi.gov](http://www.etf.wi.gov) under the Members tab.

## Enrollment Opportunities

Employees are eligible to elect benefits choices during the first 30 days of employment. All elections have to remain for the rest of the calendar year except for additional contributions to WRS and Wisconsin Deferred Compensation. Those deductions can be changed throughout the year.

On an annual basis, the State offers an open enrollment opportunity called "It's Your Choice", where employees can review any changes for the next calendar year and make election changes including adding or dropping dependents, enrolling in plans or cancelling coverage. It is up to the individual insurance plans to determine if they will be offering an open enrollment opportunity each year. Communications related to "It's Your Choice" will be shared by the Payroll and Benefits team. Additional information can be found on ETF's web site.

Employees are also able to make changes to elections during special events called qualifying events. Examples of qualifying events include marriage, divorce, addition of dependents through the birth of a baby or adoption and the loss of other employer insurance. Employees should contact their assigned Payroll and Benefits Specialist for a complete list of qualifying events. All changes must be made within 30 days of the qualifying event.

## Annual Leave Benefits and Other Absences

### *Vacation*

New state employees, except LTEs, start earning vacation on the first day of employment. Vacation cannot be used until after six months of state employment. After that, vacation requests should be approved by an employee's supervisor in accordance with work unit policies. After completing six months of state service, employees may take vacation time in advance of when it is earned with approval of management. Employees should be aware if they use anticipated leave, and subsequently use leave without pay, terminate employment or overdraw leave balances, they will be required to pay back the overdraft by payroll deduction or cash payment.

Employees exempt from the Fair Labor Standards Act (FLSA) earn vacation at the following annual rate:

- 120 hours (15 days) each year for a full year of service during first 5 years of service
- 160 hours (20 days) each year for full years of service from 6-10 years of service
- 176 hours (22 days) each year for full years of service from 11-15 years of service
- 200 hours (25 days) each year for full years of service from 16-20 years of service
- 216 hours (27 days) each year for full years of service of 20 or more years of service

Employees non-exempt from the Fair Labor Standards Act (FLSA) earn vacation at the following annual rate:

- 104 hours (13 days) each year for a full year of service during first 5 years of service.
- 144 hours (18 days) each year for full years of service from 6-10 years of service
- 160 hours (20 days) each year for full years of service from 11-15 years of service
- 184 hours (23 days) each year for full years of service from 16-20 years of service
- 200 hours (25 days) each year for full years of service from 21-25 years of service
- 216 hours (27 days) each year for full years of service of 25 or more years of service

Vacation earned in a calendar year should be taken in that same year. Employees may request to carry over a certain amount of unused vacation from one calendar year to the next. Employees should consult [Region 1 HR Policy #300](#) (Vacation and Holidays) for additional information on scheduling vacation and vacation carry over procedures.

#### *Termination/Sabbatical Leave*

Employees who do not use their full balance of vacation during a calendar year may be eligible for additional options. The options allow employees to “bank” a designated amount of their unused vacation time into an account as credit for termination leave, as accumulated sabbatical leave or for cash payout at the end of each calendar year. Eligibility to participate in this program is based on an employee's current vacation accrual schedule or sick leave balance.

Near the end of each calendar year, eligible employees receive information and may decide to elect a certain amount of their unused vacation time into one of these other options. Employees with questions about termination/sabbatical leave or cash payment of unused vacation time should speak with their assigned payroll coordinator.

#### *Legal Holidays*

State employees are granted 72 hours of legal holidays (or the appropriate prorated amount for part-time and seasonal employment). The designated legal holidays are:

1. New Year's Day (January 1)
2. Martin Luther King, Jr. Day (third Monday in January)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Thanksgiving Day (fourth Thursday in November)
7. Christmas Eve (December 24)
8. Christmas Day (December 25)
9. New Year's Eve (December 31)

If the Fourth of July, Christmas Day or New Year's Day falls on a Sunday, the following Monday is considered a holiday. If a legal holiday falls on a Saturday, leave time is granted (considered a “floating legal holiday”) and may be taken at any approved time during the calendar year.

If a legal holiday falls on a day when an employee is on a leave of absence without pay (LWOP) of any length, employees will not be paid for the holiday. To be paid for a legal holiday, an employee must be in pay status for the work day immediately preceding or following the holiday. Exception: New original hires effective the day after, or terminations effective the day preceding a legal holiday do not qualify for the holiday pay; only employees of the department are eligible for holiday pay. Legal holiday time must be used in the calendar year provided and cannot be carried over to the next calendar year. Employees should be aware if they use anticipated leave, and subsequently use leave without pay, terminate employment or overdraw leave balances, they will be required to pay back the overdraft by payroll deduction or cash payment.

### *Personal Holidays*

All employees are eligible for 36 hours of personal holiday annually (or the appropriate prorated amount for part-time and seasonal employment). Personal holiday time may be used with supervisory approval at any time after first day of employment. Personal holiday time cannot be carried over from one calendar year to the next. Employees who do not satisfactorily complete the first six months of their probationary period are entitled to only a prorated portion of personal holiday time.

### *Sick Leave*

Sick leave is earned at the rate of .0625 hours for each hour in pay status, to a maximum of five hours per two-week pay period. Sick leave may not be used before it is earned, though unused sick leave accumulates from year to year in an employee's sick leave account.

Sick leave may be used for:

- personal illnesses, bodily injuries, maternity or exposure to contagious disease
- for immediate family or personal medical or dental appointments which cannot be scheduled at time other than during work hours
- for temporary emergency medical care of ill or injured members of the immediate family for a limited period of time to permit the employee to make other arrangements
- for a death in the immediate family limited to a total of three (3) work days, plus required travel not to exceed four (4) additional work days. However, the appointing authority may extend the use of sick leave to cover unusual circumstances

There are several benefits to accumulating sick leave:

- Unused sick leave at the time of retirement (or in the event of your death) is converted to credits for payment of an employee's or employee's family's health insurance premiums after retirement (or death). In addition, the State Compensation Plan and the WLEA bargaining agreement provide a "supplemental" health insurance conversion credit program to pay for health insurance premiums upon retirement from state service.
- Income Continuation Insurance premiums may be lowered, depending on sick leave usage in a calendar year, and the total balance of sick leave.
- In case of any serious illness or injury which causes an employee to miss work for an extended period of time, an employee will continue to be paid his/her normal salary for as long as sick leave lasts.

Chapter ER-18 of the Wisconsin Administrative Code describes the limits and parameters for sick leave usage.

#### *Catastrophic Leave*

The State of Wisconsin has developed a catastrophic leave program that allows most permanent and project employees to voluntarily donate certain leave credits to other permanent and project employees who have been absent from pay status due to a catastrophic need for which no eligible paid leave benefits or replacement income are available. These donations are a conditional benefits and not a right of employment. The [Wisconsin Human Resources Handbook Chapter 660](#) provides the rules for eligibility and implementing this program. Employees can obtain the Application for Catastrophic Leave from their payroll coordinator.

#### *Time Off Without Loss of Pay for Participation in Exams and Interviews*

WisDOT is dedicated to allowing permanent, classified department employees the opportunity to explore career opportunities within State government. This includes completing civil service exams or interviews for transfer, demotion or promotional opportunities within WisDOT, other state agencies and UW campuses. The department allows employees who have permanent status in class, the greater of 24 hours without loss of pay or four (4) occurrences during a calendar year to participate in and complete civil service exams or interviews for transfer, demotion or promotional opportunities within State government. Employees must follow the procedures identified in HR132 when requesting time to participate in exams and interviews.

#### *Leave Without Pay (LWOP)*

A leave of absence without pay may be granted when the leave is mutually beneficial to both the employee and the department. Leave may be granted for educational purposes, employee or family illness, parental leave, employment exchanges or exceptional personal reasons. Employees who request LWOP to enroll in an accredited academic institution, either on a full-time or part-time basis, should provide their supervisor with a notice of acceptance from the accredited institution when making the LWOP request. Individuals requiring medical leaves will be required to provide medical verification to substantiate need for the leave and the length of time. Typically, medical leaves are granted for six months or less; extensions, with medical verification, are possible.

Supervisors may, at their discretion, grant an informal leave of absence without pay to full-time employees for up to 40 consecutive hours (prorated for part-time employees). Formal administrative leaves (those of more than 40 hours) require submittal of a Leave Without Pay Request/Authorization form. Employees should contact their supervisor as far in advance as possible regarding application for a formal leave of absence without pay. Employees granted formal leaves of absences should make arrangements with their payroll coordinator to collect any missed insurance premiums during that time.

Also see the section on the Family and Medical Leave Act (FMLA) in the WisDOT Employee Handbook.



#### *Leave of Absence for Bone Marrow or Human Organ Donors*

A leave of absence shall be granted to any state employee to participate as a bone marrow or human organ donor, providing the employee receives written verification that he or she is to serve as a donor. Employees participating in a bone marrow donation are eligible to receive a leave of absence not to exceed five (5) workdays. Employees participating in a human organ donation are eligible to receive a leave of absence not to exceed 30 days. An employee who is granted a leave of absence shall remain in pay status and the service of the employee for purposes of pay, benefits, seniority, etc shall be considered uninterrupted by the leave of absence. Interested employees should contact their supervisor and the department's medical coordinator in Human Resources.

#### *Military Leave*

Employees with permanent status who are members of the National Guard, Air Guard or any other reserve component of the military forces are entitled to paid leaves of absences without loss of time for up to 30 working days per year for active military duty or training. Military leave will not be granted for absences of less than three (3) consecutive days. A copy of the military orders and pay voucher must be submitted to the Payroll and Benefits team to receive appropriate pay adjustment. Employees serving an original probation are not entitled to the 30 day military leave.

Additional leave provisions of up to four (4) years are provided for employees who have been inducted or ordered into active service of the armed forces or specifically requested by the federal government for national defense work during a national emergency under Wis. Stats. 230.32. This leave provision is consecutive to the 30-day provision above and is eligible to all employees, even if permanent status is not yet achieved. Employees are also eligible for unpaid military leave after all paid military leave has been exhausted. Employees subject to military leaves of absence should complete a military leave packet, which can be obtained from Payroll and Benefits team in Human Resources.

## Medical Information & FMLA

Due to the sensitive and confidential nature of employee medical issues, WisDOT provides a team of Medical Coordinators as resources for both employees and supervisors. These services are located in Human Resources.

The Medical Coordinators provide professional assistance to supervisors, managers and employees with respect to medical issues related to personal/family medical leaves of absences and fitness for duty determinations. The Medical Coordinators also serve as the Reasonable Accommodation Coordinators for their assigned business areas.

#### *Family and Medical Leave Act (FMLA)*

The department complies with both the Federal and State Family and Medical Leave Act (FMLA). The FMLA allows protection for employees needing an intermittent or continuous block of leave time for leave due to one of the following qualifiers:

- An employee's serious health condition;
- A serious health condition of a qualifying family member;
- The birth, adoption or placement of a foster child; or

- To provide assistance or care for a military service member

Employees should visit [medical information](#) regarding medical leaves of absences and FMLA for details on how to apply and the qualifications for FMLA. The General Notices about [WI FMLA](#) and [Federal FMLA](#) can be viewed electronically.

## Human Resources Information

The following sections describe information related to an employee's job classification, recruitment and staffing, the WisDOT performance evaluation process and other human resource topics.

### Classification

#### Position Description

Supervisors are responsible for documenting the job duties and responsibilities assigned to a position by creating a Position Description (PD). In addition, the PD includes the Knowledge, Skills and Abilities required for the position, as well as any essential functions and safety responsibilities.

PDs are reviewed by Human Resources to determine the appropriate job classification. Supervisors may assign work at levels above or below a job classification on a temporary basis or for a smaller percentage of the job.

As positions change, supervisors should update PDs and submit them to Human Resources. If an employee's job changes and an updated PD is not prepared, an employee can request a review of their job classification by Human Resources.

#### Job Classification

Each position is assigned to a job classification. There are approximately 1,800 job classifications used throughout state government. The determination of the appropriate classification is based on the majority of duties, authority and responsibility which are outlined in the PD. Classification specifications are created by the Department of Administration (DOA), Division of Personnel Management (DPM) and outline the overall definition for each classification.

The classification is also used to determine if the position is exempt or non-exempt under the Fair Labor Standards Act (FLSA). Positions that are determined to be non-exempt under FLSA are entitled to overtime pay or compensatory time and a rate of "time and 1/2".

Each classification is assigned to a pay schedule and range. The pay schedule and range are used to determine the pay provisions when establishing an individual's pay. Positions with similar level of responsibilities are located in the same or equivalent pay ranges.

DOA/DPM maintains the [Alphabetical Listing of Classifications](#) that includes the FLSA status and pay schedules and ranges for each job classification.

#### Reclassification and Reallocation

Under limited circumstances, a position may be reclassified or reallocated to a different classification. A position may be reclassified if the following occurs:

1. The duties and responsibilities change through a gradual and logical outgrowth of the original job.
2. The new duties and responsibilities are evaluated to be at a higher or lower classification level.
3. The new duties have been performed for at least six months.
4. The new duties are determined to be continuing in nature.

A supervisor may request, through the appointing authority, that Human Resources reviews an employee's position to see if a reclassification is warranted. The request will include the specific changes in duties and responsibilities of the position, and how those changes occurred. The effective date of the reclassification action is set in accordance with the "Effective Date Policy" in DOA/DPM's Wisconsin Human Resources Handbook Chapter 370. If the reclassification is not appropriate, the employee will be informed, in writing, of the reasons the request is denied and the appeal rights. Additional resources regarding reclassification can be found [here](#).

In some situations, an employee may wish to initiate a request for review to determine the proper classification. This request should be made in writing to the employee's supervisor. The request should also include the details of how and when an employee's duties changed. If the supervisor does not provide the employee with a written response within 30 days, or denies the request, the employee may submit a copy of the original request to Human Resources along with a statement requesting assistance in having the request reviewed.

In some cases, a position may be reallocated to a different classification. Reallocations occur if one of the following occurs:

1. A change in the concept of the classification.
2. The creation of new classifications.
3. The abolishment of existing classifications.
4. A change in the pay range of the classification.
5. The correction of an error in the previous assignment of a position.
6. A logical change in the duties and responsibilities.
7. A permanent change in the level of accountability of a position such as that resulting from a reorganization.

Pay adjustments may occur as a result of a reclassification or reallocation according to the provisions of the Compensation Plan, the Wisconsin Administrative Code, and/or WLEA bargaining agreement (for State Patrol Troopers and State Patrol Inspectors).

### Recruitment and Staffing

When a permanent vacancy occurs, the position is announced through a variety of sources, including the WisDOT internet site, the dotnet, and Wisc.Jobs, the official job posting website for permanent State of Wisconsin government positions. In order to keep up to date on opportunities open to the general public, it is recommended individuals sign up for [E-Notify](#) at Wisc.Jobs. E-Notify emails job opportunities that match search criteria set up by the user.

In addition to positions that are open to the general public, there are additional opportunities that are open to candidates currently employed at WisDOT. WisDOT employees may submit a transfer request for positions in the same or counterpart pay range. When a vacancy occurs and if requested by management, Human Resources will generate a list of employee names that expressed an interest in the

classification assigned to the vacancy. Employees will be contacted by Human Resources staff regarding the specific vacancy and asked to provide a resume if they are interested. Resumes will be reviewed by the hiring manager and employees may be contacted to further discuss the position.

For recruitments, the job announcement will typically include the following information:

- Job Duties
- Qualifications
- Pay – however, pay will be determined in accordance with the Compensation Plan, Wisconsin Administrative Code or the WLEA bargaining agreement (for State Patrol Troopers and State Patrol Inspectors). Therefore, the exact pay may not be available until an offer is made.
- Pay schedule and range – This information is useful to determine if the position is a promotion, demotion, transfer, reinstatement or restoration for an employee. In some cases the position is counterparted to other positions within state government.
- Application/Assessment Information
- Deadline Date

#### *Civil Service Assessments*

Employees entering state service and those wishing to promote must participate in or complete a civil service assessment. The type of assessment will depend on the nature of the position to be filled. The most common assessments are resume and cover letter reviews that measure an individual's previous training and work experience. These assessments are completed online at Wisc.Jobs. In addition to resume and cover letter reviews, other positions may require other types of assessments.

In most cases a candidate's responses to the assessment are evaluated by a panel of job experts to determine an individual's eligibility. Candidates will be notified once their civil service score is available at Wisc.Jobs. Candidates must receive a civil service score of 70.00 or above in order to be eligible. Eligible candidates are placed on an employment register for current and future openings.

It is highly recommended that individuals complete the assessment for all positions that they may be interested in because the employment register will be used for the current plus similar future openings that may occur within the next six to 12 months.

Employees may be eligible to participate in or complete the assessment and interview without loss of pay. For more information, see [Region 1 HR Policy #103](#).

#### *Performance Evaluation Process*

WisDOT's Performance Evaluation, Planning and Employee Development Program (PEPED) is designed to facilitate continuous two-way communications between the supervisor and the employee and to objectively enhance individual employee job performance. The PEPED program meets the requirements set forth in the Wisconsin Human Resources Handbook Chapter 460.

Supervisors are required to formally evaluate the performance of their assigned employees at least annually. The department's annual performance evaluation cycle is from April 1 to March 31 of the following year. There may be some circumstances where the April 1 to March 31 annual cycle cannot be followed.

Supervisors are required to schedule a meeting (or meetings) with employees to evaluate performance from the previous evaluation period, as well as discuss and set goals and expectations for the subsequent year. Supervisors should include employees in setting goals and expectations.

Using WisDOT Form [DT1063](#), supervisors document individual goals and expectations for their employees. Performance goals can be based on activities in the employee's position description, the department's strategic plan or performance measures and/or projects the employee may be involved in. Each performance goal is accompanied by several performance expectations. Supervisors create specific, measurable, attainable and realistic expectations to achieve each goal.

In addition to the individual goals and expectations set for each employee, all employees are evaluated on the department's overall performance expectations. The six categories of department performance expectations are:

- Accountability
- Communication
- Customer Service
- Diversity
- Innovation and Excellence
- Individual Leadership and Team Work

WisDOT Form [DT1063](#) identifies specific expectations under each of the six categories employees are expected to achieve during the evaluation period.

Supervisors are required to document and summarize performance results for each employee during the evaluation period on WisDOT Form [DT1063](#). In addition, supervisors must provide an overall employee evaluation for the evaluation period. Supervisors must choose between one of the five overall evaluation criteria below:

- Exceptional Performance
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory Performance

The performance evaluation should be completed thoroughly and without discrimination. Evaluation of an employee's performance should also be an on-going process and not limited to the annual performance evaluation meetings.

During an original probation, an employee should receive at least two formal evaluations. The first one occurs at the end of the third month of employment. The second evaluation occurs at the end of the six month. These evaluations form the basis upon which the decision is made to grant an employee permanent status.

The department's performance evaluation process is governed by policy [HR122](#). This policy provides more detail to the annual process.

### Probationary Period

When individuals are hired or promoted, they are required to serve a probationary period lasting at least one year. For some positions, a longer probationary period is required. A permissive probationary period may be imposed by the appointing authority for reinstatements and for transfers between employing units within the department or between state agencies.

A probationary period gives a supervisor an opportunity to review an employee's work and gives the employee time to become familiar with the new position. The supervisor will prepare written evaluations of an employee's work and discuss the performance with the employee one or more times during the probationary period and also at its end. An employee's job performance during probation determines whether or not he/she will be granted permanent status. If the employee's performance is not satisfactory during the probationary period, the probation may be extended or the employee may be dismissed without right of appeal.

For positions included in the Career Executive program, the probationary period is referred to as a two-year career executive trial period

### Personnel File

A personnel file (P-File) is maintained by Human Resources for the duration of an employee's employment in state service. Examples of information contained in a P-File include: appointment letters, reclassifications, position descriptions, changes in classifications and pay rates, performance evaluations, disciplinary actions and recognition awards. The official P-File is maintained by Human Resources and is housed electronically in PeopleSoft.

Access to P-files is restricted according to state law and administrative code. If an employee wishes to look through their own P-file, they should contact a member of their assigned Human Resources team.

### Employee Development and Training

The department offers a variety of job-related and career development training. The department encourages all employees to supplement and build on their job-related and career-related development skills, knowledge and abilities. The department's WisDOT LearnCenter is available to all employees and serves as the training management system for the department. The WisDOT LearnCenter is used by employees to register for training or participate in online computer-based training courses. In addition, the WisDOT LearnCenter houses employee training transcripts.

For more information about the department's policies on training, including career development plans and tuition reimbursement, please see [HR114](#)

### Moving Expenses

The department may provide moving expenses under Section 20.917 of the Wisconsin State Statutes and the Compensation Plan. Moving expense reimbursement is mandatory for cases where the appointing authority requires the employee to change residence location because the employee:

- Is ordered to relocate; or,

- Is promoted to a different position in the civil service, and the appointing authority whose agency will be the new employer, determines that the relocation or promotion requires a change in location of the employee's residence.

Employees choosing to transfer, demote or promote at his or her own request may be eligible to moving expenses as the discretion of the appointing authority.

For additional information regarding moving expenses, see [FIS112](#).

## AAEEO

It is the policy of the Wisconsin Department of Transportation to promote fair and equitable treatment of all employees, and to comply with federal and state laws. The department does not discriminate in any terms, conditions or privileges of employment on the basis of race, creed, color, sex, sexual orientation, religion, class, national origin or ancestry, age, disability, political affiliation or beliefs or arrest or conviction record. For more information, refer to policy [DIV101](#) (Equal Employment Opportunity and Affirmative Action).

Both federal and state laws mandate equal opportunity in employment and non-discrimination in employment practices. This applies to all terms, conditions and privileges of employment, and includes but is not limited to: recruitment, certification, selection, job assignments, working conditions, fringe benefits, classification, compensation, training, transfer, demotions, layoffs, disciplinary actions, terminations and promotions.

Affirmative Action is intended to help achieve equal employment opportunity by addressing present effects of past discrimination on women, ethnic and racial minorities and persons with disabilities. The department is committed to identifying and eliminating past and present effects of discrimination in employment. The department recognizes the need to take affirmative action:

- to identify classifications with under-representation of racial/ethnic minorities, females and persons with disabilities;
- to develop action items toward increasing the employment of under-represented groups; and
- to develop a structured plan for achieving those action items through outreach and recruitment, training, and other special activities and commitments.

The department's Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer and Diversity Program Manager is located in Human Resources and can be reached at 608-266-0208. This position is responsible for:

- providing counseling on AA/EEO-related issues
- developing policies and procedures
- educating employee and management
- developing recruitment and outreach tools to increase department diversity
- receiving (in-take), reviewing and investigating discrimination complaints
- facilitating conflict resolution
- assisting in the negotiation and establishment of reasonable accommodations

- developing and implementing state and federal AA/EEO Plans

### Discrimination Complaints

As an equal opportunity employer, WisDOT addresses complaints of all employees who believe that they have been the victims of discrimination, including illegal harassment, in the workplace. The focus of the department's complaint policy and procedure is to ensure that all employees are treated equitably and consistently, and to eliminate discriminatory behavior/situations from the work place and prevent their recurrence. The established complaint procedure provides an internal means for employees to raise concerns about possible employment discrimination and harassment, and for the department and employees to work together to resolve those concerns. Employees should refer to Region 1 HR Policy #501 (Employee Discrimination, Retaliation and Harassment Complaints Policy).

### Americans with Disabilities Act (ADA) and Reasonable Accommodations

WisDOT is committed to the assurance of equal access to employment for all individuals with disabilities, in full compliance with state and federal laws. When WisDOT becomes aware of a disability which impacts an employee's ability to complete essential job functions, or when the employee is a qualified individual with a disability who has requested accommodation, the reasonable accommodations policy will apply. Provided that the accommodation has been medically verified as necessary, management will accommodate the employee as much as is reasonable and possible. WisDOT will not provide accommodations which cause undue hardship in the completion of its business and mission. Reasonable accommodations will be provided both for current employees and candidates for employment.

Employees who need accommodation should address requests to their immediate supervisors. Supervisors are responsible for reviewing the reasonable accommodation request. Supervisors may work with their assigned Reasonable Accommodation Coordinator in Human Resources in reviewing the accommodation request. The department will respond to all requests for reasonable accommodations. No request for accommodation may be denied, or an established accommodation terminated, unless Human Resources has been consulted. Employees who request an accommodation may be required to provide medical verification. The department's full policy on Reasonable Accommodations in Employment is in [Region 1 HR Policy #402](#).

### Harassment

Illegal harassment is behavior which is 1) verbal or physical conduct interfering with an individual's work performance or creating a hostile and intimidating work environment, and which is 2) done on the basis of age, race, sex, creed, national origin, disability, sexual orientation, religion or any other protected status. Such harassment, whether done by a supervisor or co-worker, is an unlawful and prohibited employment practice. It is a form of employment discrimination - which is subject to review and potential disciplinary action. Harassment on the basis of a protected status is also prohibited in service delivery. Employees may not harass customers of the department or members of the public, nor will harassment of employees by outside parties be tolerated.



## Sexual Harassment

Sexual harassment is a violation of both state and federal law. Unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for adverse employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Such behavior, whether engaged in by a supervisor or co-worker, will be considered employee misconduct and will be subject to review and potential disciplinary action, up to and including termination. The department's policy on sexual harassment is found in [Region 1 HR Policy #502](#).

## Corrective Discipline and Employee Grievances

Employees are responsible for performing assigned work activities and to abide by the WisDOT work rules and policies. Failure to follow work directives, work rules and policies could result in disciplinary action. The department uses discipline as a corrective tool to address work directive and work rule violations. It is management's responsibility to ensure due process is followed before discipline is imposed. Human Resources is responsible for working with management on investigating potential work rule violations and ensuring due process is met. The department's standards for due process are identified on this Region 1 Human Resources site.

### Employee Grievances

Employees of WisDOT are entitled to prompt, thorough and impartial consideration of grievances. A grievance is an employee's (or group of employees') written complaint alleging unfair treatment or unsatisfactory working conditions outside the employee's control.

The grievance process used for State Patrol Troopers and State Patrol Inspectors is described in the Wisconsin Law Enforcement Association labor agreement.

The grievance process for all other permanent and project employees, is identified in the [Region 1 HR Policy #500](#) (Employee Grievances Procedure). These employees have the right to be assisted by a representative of his/her own choosing in person, by telephone or by teleconference during the grievance procedure. Upon receiving reasonable notice, management is required to permit a state employee and his/her representative a reasonable period of time, as determined by management, during normal work hours to investigate, prepare and present a grievance without loss of pay. Any expenses incurred by the grievant or his/her representative investigating, preparing or presenting a grievance shall be the sole responsibility of the grievant or representative. Time spent preparing grievances outside the employee's regularly scheduled hours of work or any travel or other expenses incurred by the grievant are not the responsibility of the department management.

## EAP

The Wisconsin Department of Transportation recognizes that employees live and work in a complex, fast-paced environment. To help manage personal or work related difficulties that can adversely affect employees, the department provides Employee Assistance Program (EAP) services to employees and their family members.

WisDOT utilizes the State of Wisconsin's contract with FEI to provide employee assistance. FEI is an external EAP vendor which provides 24/7 coverage so all employees have reasonable access to services. FEI contact information 1-866-274-4723 [www.feieap.com](http://www.feieap.com) username: SOWI

WisDOT promotes health and wellness and has a comprehensive [EAP page](#) to highlight programs and resources to enhance the well-being of department employees and their families.

WisDOT provides employees with access to professional external EAP services that support health and well-being in their personal and professional lives while:

- Partnering with WisDOT leadership to maintain organizational health and effectiveness and to promote individual resilience
- Encouraging employees and families to reach their full potential through awareness, activities, education and healthy lifestyle choices
- Inspiring and motivating individuals to improve and maintain their health, and increasing awareness of lifestyle behaviors

## Scope

Employees and their families may benefit from consulting with FEI for a broad range of situations, including but not limited to:

- Resolving interpersonal conflicts
- Maximizing health care benefits
- Relationship/family problems
- Reducing job stress
- Working through grief and loss
- Accessing health and/or medical resources
- Improving financial literacy
- Coaching for improved performance
- Balancing work and family
- Finding divorce or separation support
- Locating child or elder care resources
- Addressing substance abuse/dependency

FEI provides a range of services in addition to offering referrals to community resources for employees and their families. Supervisors, managers and other leaders may benefit from professional consultation, coaching or training regarding complex and challenging employee situations.

## Access and Procedures

**Employees** are encouraged to seek employee assistance consultation before health or job performance is seriously affected. Employees are allowed a reasonable amount of time to consult with FEI on work time. However, it may be necessary for employees to first arrange with their supervisor for time away from the work station. Employees are also able to consult with FEI on their own time, such as work or lunch breaks and before or after work, if desired.

An employee may contact a FEI representative directly or a supervisor, manager or Wisconsin Law Enforcement Association union representative may encourage an employee to contact FEI because of persistent personal or job performance problems. Seeking help through FEI will not jeopardize job security or promotional opportunities. However, employees are expected to continue to meet job performance standards. Participation in employee assistance is always voluntary and lack of participation cannot be cause for disciplinary action.

**Supervisors** may refer employees to EAP, in addition to accessing services for their personal use. When employees exhibit increased absenteeism, poor concentration, lowered job productivity and/or deteriorating relationships with co-workers, supervisors are encouraged to offer Employee Assistance. When an employee mentions personal problems, or when an employee's job performance deteriorates or negatively affects the work group, the supervisor should refer the individual to EAP. At every stage of a disciplinary process, the supervisor must offer EAP to the employee, although participation is always voluntary. Lack of participation cannot result in disciplinary action.

## Wisconsin Law Enforcement Association Bargaining Unit - Union Representatives

WLEA union representatives are sometimes aware of a worker's job performance issues, personal problems and/or job-related stresses. In addition, employees represented by WLEA may contact a union representative to consult about addressing these problems. In such circumstances, WLEA union representatives may facilitate a referral by encouraging employees to contact EAP.

## Family Members

Family members/significant others of departmental employees are eligible to use the external EAP benefit.

## Confidentiality

Information shared with FEI representatives is confidential; even the fact that a person has contacted FEI. There are legally-mandated limited exceptions to confidentiality if a person:

- Talks about a death that is unexplained or unusual
- Threatens physical harm to self or someone else
- Discloses knowledge of child or elder abuse or neglect
- Threatens the safety of the department's operations, e.g., sabotage of a computer system
- Signs a written authorization for release of confidential information form
- If a court order requires release of the EAP file

In these situations, information may be released to appropriate persons (for example, a crisis intervention worker, a law enforcement officer or a social service agency) on a need-to-know basis. Information may also be released in compliance with a court order or in response to a subpoena in a legal proceeding. Whenever possible, this will be done with the employee's prior written consent or knowledge.

In all other situations, no information is released without the employee's written consent. No record of participation in EAP is ever entered into an employee's personnel file.

## General Employee Information

### WisDOT Employee Emergency Information Hotline and Security

The department takes security measures very seriously and is committed to ensuring employees have access to up-to-date emergency information. WisDOT security has established an emergency information telephone line to inform employees of information on the state of WisDOT security from around the state. This telephone number is for reporting and disseminating emergency or security incident information. The WisDOT Employees Emergency Information Hotline telephone number is 1-866-351-9404. Employees should contact this telephone hotline as soon as possible whenever there is a building emergency at any leased or owned WisDOT facility or a severe weather incident. The telephone hotline will be updated with information for employees related to the incident.

WisDOT has numerous policies and procedures to effectively manage security breaches, threats or other incidents. The department also has developed plans for continuity of operations (COOP) to address situations where extraordinary circumstances negatively affect department operations.

Employees are responsible for reporting anything suspicious, such as suspicious people and activities, unidentified vehicles, abandoned packages or suitcases, to their supervisor, local security personnel, Capitol Police or local law enforcement agencies as appropriate.

### WisDOT Identification Cards

All permanent, project, seasonal and limited term employees, as well as all contractors/consultants, who are permanently assigned to a WisDOT facility, will be issued a departmental photo identification (ID) card. The photo ID includes the employee's name, photo, agency information and tax exemption information. The department maintains a database for all cards issued. Employees are required to wear their photo ID at all times while inside an owned or leased WisDOT office building. An employee's supervisor will arrange for an initial or duplicate photo ID. Employees are required to report to their supervisor lost or damaged photo ID and obtain written permission to obtain a duplicate photo ID. Additional information about photo ID cards and other security measures.

### Department Communications

A priority for the department is to provide information to employees through a variety of communications.

The Office of Public Affairs (OPA) in the Executive Offices, publishes the WisDOT Bulletin. The WisDOT Bulletin provides employees with the latest updates from the Secretary's Office and other areas of the department. The bulletin includes updates on hiring of new employees and departures of employees. In

addition, employees can learn about new policies, department initiatives, writing/communication tips and ideas for improvement on health and wellness. The [WisDOT Bulletin](#) can be found on MyDOT.

The department also publishes a monthly newsletter called The Connector. Each month, the Connector includes a message from the WisDOT Secretary, a feature article and short briefs on current transportation news and events. The Connector is a tool to share information with employees, as well as external customers and the public.

### WisDOT Forms

The Division of Business Management (DBM) manages all department forms. Each department form has a sponsor, who is responsible for the content in the form and is authorized to allow changes to the form. The sponsor works with the WisDOT forms manager to have a form authorized, created, revised or deleted. Employees are required to complete authorized forms for department business. The WisDOT Forms Catalog can be found on MyDOT.

### WisDOT Records

A "record" is recorded information, in any format or medium that is created in the course of business, received for action or needed to document WisDOT activities. While every WisDOT employee is responsible for maintaining their records, the Division of Business Management (DBM) employs a records manager to ensure the department is in compliance with state laws and policies. Each department record is subject to a records retention/disposal authorization schedule. A records retention/disposal authorization schedule is a document describing a group of records and mandates how the records are maintained, how long they are kept and what happens to them at the end of the time period. Employees are encouraged to visit the department's MyDOT site related to records management for additional information and responsibilities.

### Purchasing and Procurement

WisDOT gets its authority to purchase goods and services following Wis. Stats. Chapter 16 and through a delegation agreement with the Department of Administration's State Bureau of Procurement. The department's Central Purchasing Unit in the Division of Business Management purchases commodities and services in accordance with the state's purchasing law and the State Procurement Manual. These policies and procedures are outlined in [PUR 101](#). The department follows the State Bureau of Procurement's established competitive bidding process to ensure competition, fairness, impartiality and openness.

Some employees may be provided a Purchasing Card (P-card) allowing them to purchase supplies for business purposes. The P-card program is to be used to purchase low dollar value items with the total amount of any purchase not to exceed \$5,000. Employees are required to follow all policies and procedures when issued a P-card. Additional information regarding purchasing and procurement activities, as well as using a P-card can be found on MyDOT.

## Risk Management and Ergonomics

The Risk and Safety Section within the Division of Business Management is responsible for the overall safety for employees. All employees at WisDOT are required to wear a photo ID while inside WisDOT leased and owned facilities. Employees expecting visitors are expected to follow the visitor guidelines for their specific office location.

Safety Directives are also issued in order to protect the staff. Employees are expected to adhere to the safety directives and other TAMS at all times.

[Wisconsin State Statute Section 101.055](#) states that all state agencies have a legal obligation to provide and maintain a safe and healthful working environment. The department's policy is to achieve the highest safety standards for all employees. Safety does not occur by chance but requires the careful attention of each of our employees. Employees should contact their supervisor or a member of the Risk and Safety Unit for questions related to safety or procedures.

WisDOT also wants to ensure that employees have the equipment they need in order to perform their jobs without physical strain or discomfort. An ergonomic assessment can help identify risk factors that contribute to such things as carpal tunnel syndrome, and neck and lower back strain. If further assistance is required, the employee can request, through their supervisor, an in-person workstation assessment with an ergonomics coordinator.

The Risk and Safety Section is also responsible for reviewing and submitting injured worker's claims to the Department of Administration. In addition, the section is responsible for Hazardous Duty Pay approvals.

## Resignation/Retirement

When an employee chooses to resign from their position with WisDOT, they are required under civil service rules to submit a letter of resignation to their immediate supervisor at least 14 calendar days prior to the employee's last day of work. Rather than submitting a formal letter, an employee may submit the [HR1482](#) form. The [HR1482](#) form should be completed by all employees resigning from their current position or retiring. Failure to submit a written notice may negate an individual's eligibility for reinstatement to state service.

Employees that have given the department 14 calendar days' notice of resignation/retirement may have the following options (subject to management approval):

### Option A

Resignation/retirement date is extended (for payroll purposes) to reflect all accrued leave (vacation, termination/sabbatical leave, compensatory time earned, personal holiday, and Saturday/Legal Holiday hours.) Pay for all leave will extend your last day in pay status as an active employee. Employees will need to confirm their termination effective date with your Payroll Coordinator.

### Option B

No extension of resignation/retirement date (for payroll purposes.) You will receive a lump sum payment for any unused accrued leave. This lump sum will not be considered retirement earnings. Overdrawn vacation, personal holiday, or Saturday/Legal Holiday hours will be collected from the earliest possible paycheck if the employee has overdrawn leave.

If the employee gives less than 14 calendar days advance written notice of resignation/retirement, payment for accrued leave will be made as in Option B above.

Questions regarding termination pay and/or leave for resignation or retirement should be directed to Human Resources.

#### Public Records and Records Retention

In compliance with the Governor's Executive Order #189 (Promoting Open and Transparent Government through Implementation of Best Practices and Performance Dashboards), departing employees should be aware of the following regarding retention of records: "As required by law, anything meeting the definition of "public record" in s. 16.61, Wis. Stats. is property of your employing agency. Unless authorized by an applicable Records Disposition Authorization (RDA), you may not destroy public records or take your agency's only copy of a public record. If you wish to take duplicates of public records with you upon your departure, you must obtain prior approval from your supervisor."

#### Exit Interview

Employees leaving the department or changing positions will be given a variety of options to complete an exit interview. Exit interviews are optional, but highly encouraged. The information submitted during the exit interview is reviewed by the Bureau of Human Resource Services to assist in improving the organization's work environment and increasing retention. The program is designed to give employees who will be leaving the department or transferring within the department (beyond the unit level) an opportunity to comment on what they liked about their experience or make suggestions to improve the work environment.

Information is provided to employees before they leave the department or change positions.

#### Return of Department Property

When an employee leaves WisDOT, they must return all state-owned property and equipment. This includes keys, identification badges, all work-related files and records, safety equipment, computer equipment and supplies, cellular phones, and any other equipment issued to you. Failure to return all items may result in the employee's final paycheck being withheld until such equipment is properly returned.